

Action Plan – Making Change Happen

Session Title:

Trainer:

Name:

Manager:

Date:

Think back over the session. What was valuable? How will you apply what you have learnt?
Plan to take realistic, achievable steps.

What have I learnt today that will benefit me?

1

2

3

What will I do differently? How will I do this? When will I start and aim to complete? Be as specific as possible.

Start date/end date

1

2

3

How committed am I to these new actions? How much of a priority are they?

What resources and support do I need to achieve these actions?

What else do I need to consider? Do I need to discuss these actions with anyone? If so, who? When by?